



February 28, 2014

This week's edition includes important information I want to share with you:

- **DIDD Provider Manual:** The final version of the [Provider Manual](#), approved by TennCare, is now published on the department's website as well as DIDD responses to Provider Manual [public meeting comments](#). The Provider Manual is effective March 15, 2014.
- **Move Notification Form:** The department is responsible for keeping current addresses and residential services documentation for persons supported. The only way DIDD can accurately track this information is for providers to submit a Day of Move Notification of Community Transition form. A move notification form **must** be completed when the transition involves a change of services within the existing provider agency or when a provider change occurs on the person's actual transition date. A copy of the form is available [here](#) (in PDF or Word) under the Community Transition Policy (80.4.7). Please send all move notification forms to the following contacts at your DIDD Regional Office:

Marilyn Koch, West Transitions Coordinator (Marilyn.Koch@tn.gov)

Kelly Miller, East Transitions Manager (Kelly.Miller@tn.gov)

Tabitha Fitzwilson, Middle Transitions Coordinator (Tabitha.Fitzwilson@tn.gov)

- **Office of Federal Contract Compliance Programs (OFCCP):** On February 21, OFCCP posted new information and resources on its website to assist federal contractors with outreach and recruitment targeting persons with disabilities, employing and retaining persons with disabilities, promoting self-disclosure as a person with a disability, assistive technologies that help change corporate culture and reasonable accommodations. Several new items are outlined below:
 - Office of Disability Employment Policy (ODEP) resources and information on student internships, mentoring programs, workforce recruitment programs for college students with disabilities and strategies for increasing employment opportunities within the small business community for persons with disabilities is available [here](#).
 - *A Better Bottom Line: Employing People with Disabilities*, a report by the National Governors Association on employing persons with disabilities and promoting self-disclosure as a person with a disability, is available [here](#).
 - The Forrester Research Inc./Microsoft report on assistive technologies and corporate culture as well as information on the U.S. Business Leadership Network (USBLN): Disability at Work, is available [here](#).

- **Employment First Community of Practice Webinars:** A reminder Tennessee will launch a series of webinars focused on integrated employment at the beginning of March. The series will run March 10-December 15, 2014 and all webinars will be held from 1:00 p.m.-2:30 p.m. CST. On March 10, presenter Carol Ulrich will kick-off the series with an inspirational introduction on her experience with transforming her agency's service delivery system to align with the *Employment First* initiative which includes integrated employment job placements. Registration is limited to 25 participants and is on a first-come, first-serve basis. To RSVP for the March 10 webinar, please contact Amy Gonzalez, State Director of Employment and Day Services, at Amy.Gonzalez@tn.gov by March 3 at 5:00 p.m. CST.

To provide feedback and ask questions, participants will need to call 615-741-1193 or 1-877-214-0097. To view the webinars, participants will need to enter this link in their web browser: <http://stateoftennessee.adobeconnect.com/empdaysvcs/>. Select the option to enter as guest, type in your first and last name and click on the option to enter the meeting room. If you have never connected to an Adobe Connect meeting before on your computer, please test your connection prior to the meeting [here](#). You may be prompted to install an Adobe Connect Add-In, which may take a few minutes to download and install. You may also need to temporarily disable your pop-up blocker. Please contact DIDDDhelpdesk@tn.gov if you need any assistance.

- **March of Dimes:** The March of Dimes Appalachia Division recently announced Melissa Jenkins (pictured at right) was the third highest individual fundraiser for last year's March for Babies in Greeneville. Melissa, with assistance from her Pinewood support staff, raised \$533.00 for this important event and attended the walk with her Greene Valley team. The final total for Melissa and her team members was an impressive \$1,192.00. Lisa Gates, Community Director for the Appalachia Division, thanked Greene Valley for its support of the March of Dimes and especially the team members who live there. She emphasized that money raised is helping real families in the local community and through participation, more women will have full-term pregnancies and many babies will have healthy lives. Although Melissa now lives in a different home at Greene Valley, she will receive the support needed to raise funds for this year's March for Babies, which is fitting because she loves children.



- **Employment Network:** A capacity building session regarding Employment Network and Ticket to Work will be held April 2 from 9:00 a.m.-12:00 p.m at Goodwill Industries of Middle Tennessee at 937 Herman Street in Nashville, Tennessee in room 121. The session will provide an overview of the Disability Employment Initiative grant, Ticket to Work and partnering with a workforce that has already become an Employment Network. If your agency is interested in learning more about becoming an Employment Network and Ticket to Work, please RSVP to Amy Gonzalez by March 28.

Be safe and have a great weekend!

~Debbie